

# APPLICATION TO BOOK PORTABLE TOILET



<b>Applicant</b>			
First Name:		Surname:	
Postal Address:			
Suburb:		Postcode:	
Contact Number:			

<b>Function Details</b>			
Type of Function:			
Function Address:			
Date(s) of Function	From:		To:
Pick-up Date (Mon – Fri)			9.30am or 4.00pm (Please circle)
Return Date (Mon – Fri)			9.30am or 4.00pm (Please circle)

A list is attached of fees and charges applicable to the portable toilet available for hire. Fees need to be paid prior to the collection.

I have read, and agree to comply with, the District Council of Karoonda East Murray Conditions of Hire.

Signature:	Date:
------------	-------

<b>OFFICIAL USE ONLY:</b>			
Hire Amount:	\$	Receipt Number:	
Bond Received:	<input type="checkbox"/>	Bond Amount:	\$
Bond Refunded: (Circle)	Y / N (Provide reason if nil refund)	Refund Cheque #:	
Booking Calendar Completed:	<input type="checkbox"/>		
Officer:		Date:	

<b>OTHER NOTES:</b>

## CONDITIONS OF HIRE

1. All bookings must be made through the District Council of Karoonda East Murray, by completing this form - Application to Book Portable Toilets.

Telephone bookings will be accepted, and a copy of this form will be forwarded to the hirer for completion and return to PO Box 58, Karoonda SA 5307 within seven (7) days of receipt, to confirm the booking.

*Staff: Please ensure that the booking details are transcribed into the Council Calendar located in Microsoft Outlook and complete the template with a scheduled reminder one (1) day prior to commencement of the booking.*

2. A bond of \$150 is payable by all hirers and must be paid to the District Council of Karoonda East Murray before collection of the toilets. The refunded bond will be returned to the hirer as a cheque via post once the returned toilets have been inspected by an authorised officer of Council and deemed to be in clean and satisfactory condition.
3. Toilets must to be collected and returned to the designated pick up point (Greeny's Shearing Shed at the Karoonda Town Oval) at the prearranged time.
4. Organisations or private users are responsible for any damage or misuse of the facilities.
5. Water and paper are to be provided by the hirer.
6. The toilets must be returned undamaged, in a clean condition, and emptied of **all** waste and fluids, including the water in the tank used for the hand basins. The portable toilets can be emptied at Council's dump site at the rear of the oval toilets in Karoonda.
7. The toilets must be returned to the designated drop off point (Greeny's Shearing Shed at the Karoonda Town Oval) on the first working day following the event date.

## FEES AND CHARGES

1. The hire fee is \$125 (GST Inclusive) per week of use. For exemptions see Point 3.
2. A bond of \$150 is payable by all hirers and must be paid at a **Council Office** before collection of the toilets. Upon the return of the toilets to the designated drop off point (Greeny's Shearing Shed at the Karoonda Town Oval), an inspection will be undertaken by an authorised officer of Council to ensure the toilets are returned in good condition. The refunded bond will be returned to the hirer as a cheque via post, if the toilets are deemed to be in good condition. If the toilets are deemed to have been returned to Council in an unsatisfactory condition the bond will not be refunded.
3. Non-profit organisations located within the Council district who undertake community work may hire the toilets at a 50% reduction of the hire charge; however, payment of a bond is still required.

A request for an exemption from paying a hire fee may be made in writing to the Chief Executive Officer.